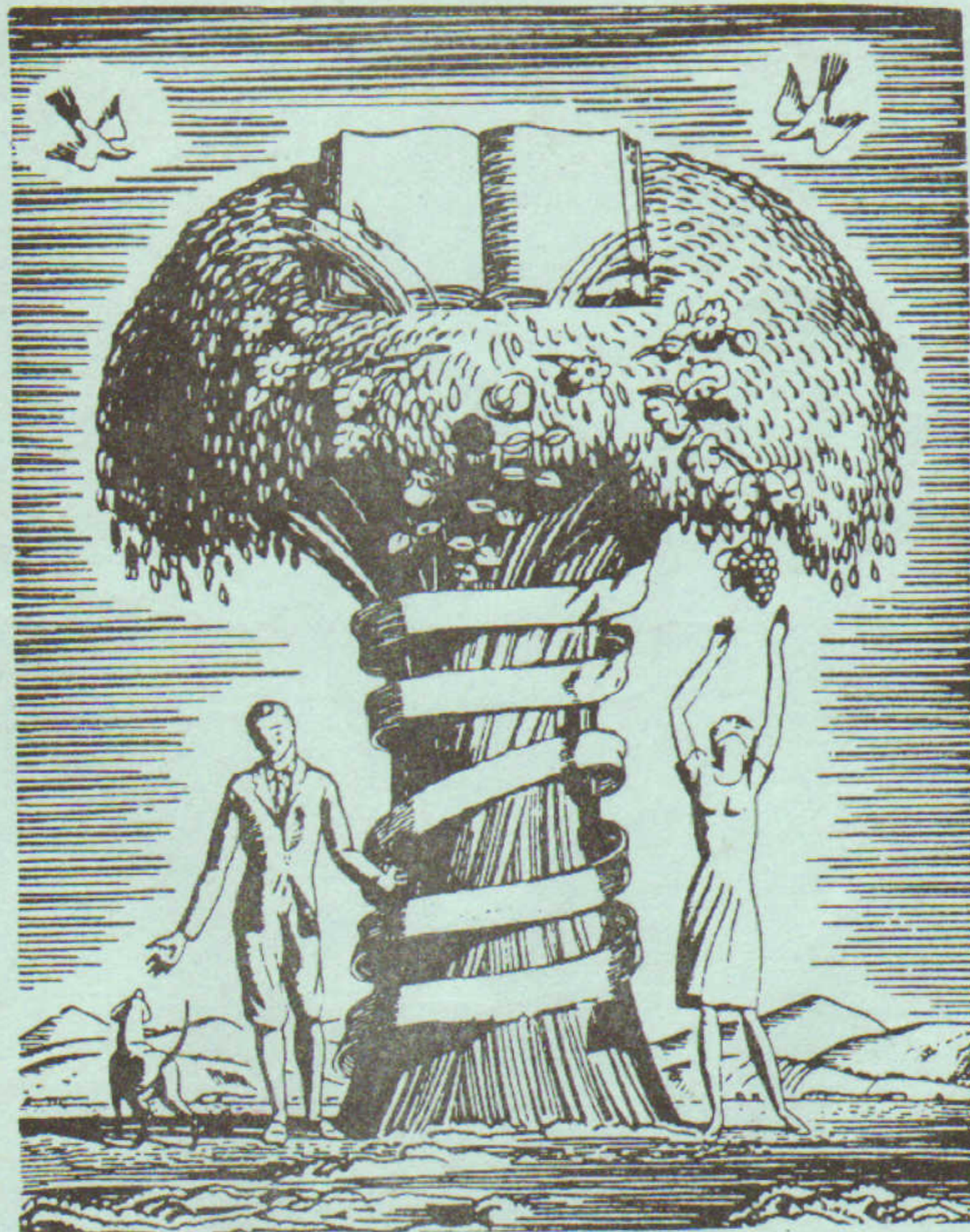


*D. Bimes*

# LIBRARY GUIDE

FOR  
ENG 101 AND 102



SHELTON STATE COMMUNITY COLLEGE  
Rev. Edition 1990



## INTRODUCTION TO LIBRARY GUIDE FOR ENG 101 AND 102

This guide has been prepared by the Library Faculty of Shelton State Community College. It was designed to provide students with information needed to complete assignments in both ENG 101 and ENG 102 classes. It focuses on the assignments that help students to develop and strengthen library and research skills.

The Library Guide for ENG 101 and 102 will also prove useful to students in American and British literature classes as well as to students in speech classes. In fact, the information included in this guide will be helpful to any college student at Shelton State Community College, regardless of program or major.

The Library Guide for ENG 101 and 102 was compiled and revised by Don C. Bell, Susan G. Cochrane, Deborah J. Grimes, Glen A. Johnson, and Lis Turner. The Library Faculty appreciates the help of Carole Johnson, English instructor, in revising the guide for the 1990 edition.

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the Renaissance through modern times.



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CHAPTER 1: SSCC LIBRARY INFORMATION AND POLICIES



## SSCC LIBRARY INFORMATION AND POLICIES

Shelton State maintains two libraries which serve all students of the college, regardless of the program in which they are enrolled. The Junior College Library, located on the Skyland Boulevard Campus, houses resources that are predominately academic. The Technical Library, located on the Fifteenth Street Campus, houses resources that are predominately technical. Basic reference sources are provided on each campus.

### Junior College Library Hours

Monday--Thursday 7:30 am--10:00pm  
Friday 7:30 am-- 5:00pm  
~~Saturday hours are posted.~~

### Technical Library Hours

Monday--Tuesday 7:30am--5:00pm  
Wednesday--Thursday 7:30am--~~7:00pm~~  
Friday 7:30am--~~5:00pm~~  
*4:30pm*

When classes are not in session, library hours on both campuses are 8:00 am until 3:00 pm. The Library is not open when the college is closed (as for holidays). Changes in hours or special hours are posted at each library as appropriate.

### CIRCULATION

While some materials carry certain circulation restrictions, most materials on both campuses may be checked out as follows:

Books -- 3 weeks

~~Magazines -- 1 week (except microfilm, bound, and the current year)~~

Audio Tapes and Records -- 24 hours

Vertical File Materials -- 1 week

### FINES

Overdue fines are charged at the rate of 10 cents per day on books, magazines, audiotapes and records, and vertical file materials. Items borrowed from RESERVE are charged at the rate of 50 cents per hour (or fraction of an hour over 15 minutes). Unpaid fines are considered debts to the college and must be cleared before a student can register for classes, have transcripts sent, and/or graduate.

### LOST AND/OR DAMAGED BOOKS

Library resources that are lost or damaged must be replaced by the individual who borrowed them. A \$10.00 processing fee is charged in addition to replacement costs. Unpaid debts are treated as indicated above for overdue fines.



## PHOTOCOPY SERVICES

At the Junior College Library, a coin-operated photocopy machine is located across from the Circulation Desk. Copies from this machine are 5 cents each. The copier accepts nickels, dimes, quarters, and bills in the denominations of \$1, \$2, and \$5. The Library provides no change for the photocopier. Across from the Circulation Desk are microform reader/printers from which copies can be made at the rate of 10 cents per page; students pay for copies at the desk.

At the Technical Library, a photocopy machine is located at the Circulation Desk for use by students, who should ask for assistance at the desk. Copies from this machine are 5 cents each and change is provided. STUDENTS WHO USE PHOTOCOPY SERVICES ARE RESPONSIBLE FOR USE WITHIN COPYRIGHT GUIDELINES AND LIMITATIONS.

## OTHER LIBRARIES AVAILABLE TO SHELTON STUDENTS

The University of Alabama Libraries and Stillman College Library are available to all Shelton State students upon presentation of a current student identification card. However, Shelton State students are subject to all rules and fines of other libraries. For example, the University Libraries charge a 25-cent fine per day per book for overdue books. All books borrowed from other libraries must be returned there by the student and cannot be left at the Shelton State library.

## RESERVE MATERIALS

Sometimes Shelton State instructors will place certain materials on RESERVE at the circulation desk in each library. This means that there are limited copies available for a large number of students; it also means that the length of time the items can be checked out is very limited. Reserve materials include books, magazine articles, maps, mineral samples, special keys, and the gram scales used by ceramics students.

Students may ask for Reserve materials at the circulation desk on the campus at which the class is located. Most items are filed by the instructor's name. See "FINES" section above for information regarding over Reserve materials.

## SPECIAL COLLECTIONS

### The Vertical File

The Vertical File is a collection of pamphlets, clippings, and brochures on topics of current interest. It is housed in the black filing cabinets in the libraries. A complete list of subject headings used in the Vertical File is provided in the very first file in the first file cabinet. Using this list will help you locate information more quickly. Up to five items may be checked out of the Vertical File for a period of one week; you may also wish to photocopy some items.



### Paperback Books

Softcover or paperback books are located on the shelves near the lounge area of the Junior College Library. Paperbacks are located in a special section at the Technical Library. Books are grouped by general subject categories (classic novels, nonfiction, popular fiction, biography, etc.); these books are not included in the card catalog. Paperback books may be checked out for three weeks.

### Bestsellers Collection

A collection of hardcover, currently popular "bestseller" books is located on shelves in the lounge area of the Junior College Library. Multiple copies of popular books are usually available. This is a lease collection that changes monthly as new titles are added and older titles are retired. The last drawer of the card catalog lists books in this collection by title, author, and subject.

### PLEASE REMEMBER . . .

Do not bring food or drinks into either library on either campus. Tobacco is not allowed under any circumstances. Please remember that the libraries are places for study and research--not for social conversation. Students who are not using the libraries for study or research will be asked to leave in order to reduce unnecessary noise and traffic for other students using the libraries.

### LIBRARIANS AT SHELTON STATE

Director of Library Services. . . . .	Deborah Grimes
Librarian . . . . .	Sully Cochrane
Librarian . . . . .	Don Bell





CHAPTER 2: THE LIBRARY OF CONGRESS SYSTEM OF CLASSIFICATION



## THE LIBRARY OF CONGRESS SYSTEM OF CLASSIFICATION

Books in the Junior College Library and the Technical Library are cataloged according to the Library of Congress system of classification. A library classification system serves two purposes: first, it provides a unique "inventory" number for each book in the collection; secondly, it provides a means of grouping together books on the same subject.

In the Library of Congress system (LC), a call number, based on letters of the alphabet and numbers, is used to achieve these purposes. A typical call number in LC consists of three or four lines and is written as follows:

GN  
400  
.B4  
1976

A general outline of LC, useful in browsing the shelves, is given below. Copies of the LC schedules, or outlines, are posted on the end panels of book shelves in the Library for your convenience.

### LC OUTLINE

A	General works (encyclopedias, indexes, directories, etc.)
B	Philosophy, Religion, Psychology
C	Auxiliary sciences of history (archaeology, heraldry, biography)
D	History (general and Old World)
E	American History (general, North American Indians, colonial, Civil War)
F	American History (local history, Canada, Mexico, South America)
G	Geography, Anthropology, Recreation, Sports
H	Social Sciences (sociology, business, economics, marriage, women)
J	Political Science
K	Law
L	Education
M	Music
N	Fine Arts
P	Language and Literature
	PR English literature
	PS American literature
	PZ Fiction
Q	Science (math, astronomy, physics, chemistry, botany, biology, etc.)
R	Medicine
S	Agriculture
T	Technology (engineering, photography, home economics, etc.)
U	Military Science
V	Naval Science
Z	Bibliography, Library Science



## HOW TO READ LIBRARY OF CONGRESS CALL NUMBERS

LC call numbers can be confusing since they frequently contain a letter or letters followed by whole numbers, and then a letter followed by decimal numbers. In reading a call number, begin at the top line and read from left to right; then proceed to the next line reading again from left to right as if reading a book.

Starting with the letter(s) at the top left of the call number, books are ARRANGED ALPHABETICALLY:

A	AC	AG	AZ	B	BC	BT
---	----	----	----	---	----	----

Books having the same letter(s) on the top line are all shelved together by the number group that follows the letter(s). THESE NUMBERS ARE ARRANGED NUMERICALLY, NOT DECIMALLY:

F	F	F	F	F	F	F
1	21	75	101	175	200	2113

When both the letter(s) and the number group that follows are the same, then books are shelved ALPHABETICALLY by the next letter:

QM	QM	QM	QM	QM	QM	QM
23	23	23	23	23	23	23
.A	.B	.C	.D	.E	.F	.G

Books which are identical in first letter(s), in the number group that follows, and in the second letter, are then shelved by the next number group. THESE NUMBERS ARE ARRANGED DECIMALLY, NOT NUMERICALLY:

QM	QM	QM	QM	QM	QM	QM
23	23	23	23	23	23	23
.E6543	.E778	.E88	.E9	.E99	.E995	.E9999

In many cases, a call number will have the fourth line which contains a letter and a number or numbers. THE LETTER IN THIS LINE IS ARRANGED ALPHABETICALLY, WHILE THE NUMBER(S) IS (ARE) ARRANGED DECIMALLY.

QM	QM	QM	QM	QM	QM	QM
23	23	23	23	23	23	23
.E6543	.E778	.E88	.E9	.E99	.E995	.E9999
A25	C6	F88	F885	F9	H92	K2

NOTE: The date of an edition frequently can be determined by its inclusion in the call number. However, the most accurate way of determining the edition date is to consult the information given in the preliminary pages of a particular volume.



CHAPTER 3: USING THE CARD CATALOG TO LOCATE BOOKS AND AUDIOVISUALS



## USING THE CARD CATALOG TO LOCATE BOOKS AND AUDIOVISUALS

The key to any library is its catalog, which may take one of several forms. At the University of Alabama Libraries, for example, a computerized "on-line" catalog called "Amelia" is being used. The Shelton State libraries, on the other hand, use the traditional card catalog.

The card catalog is designed TO SAVE YOU TIME. It provides information about the holdings of the Library so that you can locate them and can decide if they are appropriate for your needs before you actually go looking for them.

The Shelton State library card catalogs contain listings for both books and audiovisual materials in a "dictionary" format; that is, author, title, and subject entries are included in one continuous alphabet. In some libraries, the card catalog is divided into separate parts for each type of entry.

Listed below are a few general rules about how resources are listed in the card catalog. Being aware of these simple rules will help you locate information more quickly.

1. All cards are filed alphabetically by the words on the very top line of the card.
2. Alphabetical arrangement is word-by-word rather than letter-by-letter. This means that a book entitled HELP YOURSELF is listed before a book entitled HELPING PROFESSIONS.
3. Abbreviations and numbers are filed as if they are spelled out. For example, George Orwell's book 1984 is filed under "Nineteen-Eighty-Four," and A.E.A. is filed under "Alabama Education Association."
4. A, AN, and THE at the beginning of titles and headings are ignored. Observe the order in which books are listed in the following example.

Paper and Pens  
The Paper Chase  
Papillon

5. Historical subheadings are filed in chronological order, as indicated in the following example.

U.S.--HISTORY  
U.S.--HISTORY--COLONIAL PERIOD, CA. 1600-1775  
U.S.--HISTORY--REVOLUTION, 1775-1783  
U.S.--HISTORY--CONFEDERATION, 1783-1789  
U.S.--HISTORY--CIVIL WAR, 1861-1865



On the following page, there are examples of the three major types of catalog cards. The first example is of an Author Card. Note that the author's name appears on the first line of the card.

The second example is of a Title Card. In this case, the title of the book appears on the first line of the card.

The third example is of a Subject Card. Note that subject headings are always printed in ALL CAPITAL LETTERS. This is particularly important to remember when you are looking for materials about a person. Books written by Edgar Allan Poe, for instance, will have catalog cards with the following top line:

Poe, Edgar Allan

Books written about Edgar Allan Poe will have catalog cards with this top line:

POE, EDGAR ALLAN

Furthermore, cards for books by a person are filed before cards for books about a person. Remember this when you are looking for literary criticism, in particular. The fourth example on the following page illustrates a subject card for literary criticism of an author.

Title and subject cards are also filed for audiovisual materials in the card catalog. The last example on the following page is of an audiovisual card. It will look very different from the book cards filed in the card catalog because it will be covered with a plastic sleeve with a blue band. The word "audiovisual" is printed in blue in the upper left corner of the sleeve. Note that a description of the audiovisual (type, length, content, etc.) is included on the card.

The LC system is not used to catalog audiovisuals at Shelton State. Instead, an abbreviation indicating medium (i.e., format) is used along with an inventory number. Abbreviations used in cataloging audiovisuals are given below.

AP	Art Print	MA	Map
AT	Audiotape (no visuals)	MP	Motion Picture (movie)
FL	Filmloop (8mm, no sound)	PR	Phonorecording (record album)
FS	Filmstrip (no sound)	S	Slides (no sound)
FSS	Sound Filmstrip	SS	Sound Slides
GA	Game	TR	Transparency
KT	Kit	VC	Videocassette

All audiovisual materials are housed in the AV Office. In addition to the card catalog, you may ask to consult the book catalog of AV's in the AV Office, which may be a little more up-to-date on AV holdings.



EXAMPLES OF CATALOG CARDS

1. Author Card

BV  
656.3  
.F73  
1987  
Frankl, Razelle, 1932-  
Televangelism : the marketing of pop-  
ular religion / Razelle Frankl. -- Car-  
bondale : Southern Illinois University  
Pres

2. Title Card

xv  
1.  
2.  
cent  
4.  
BV  
656.3  
.F73  
1987  
Televangelism: the marketing of popular  
religion  
Frankl, Razelle, 1932-  
Televangelism : the marketing of pop-  
ular  
bond  
Pres

3. Subject Card

TELEVISION IN RELIGION--UNITED STATES

BV  
656.3  
.F73  
1987  
Frankl, Razelle, 1932-  
Televangelism : the marketing of pop-  
ular religion / Razelle Frankl. -- Car-  
bondale : Southern Illinois University  
Press, c1987.

xviii, 204p. : ill. ; 24 cm.

1. Television in religion--United States.
2. United States--Church history--20th.  
century.
3. Fundamentalism--History.
4. Evangelicalism--United States--History.

5. Author Card for Literary Work

PZ  
3  
.F272  
As11  
Faulkner, William, 1897-1962.  
As I lay dying. New York, Vintage Books  
[1973]  
250 p. 21 cm.

4.

Subject Card for Author of  
Literary Work  
(Literary  
criticism)

I. Titl

PS  
3511  
.A86  
Z9463  
FAULKNER, WILLIAM, 1897-1962--CRITICISM AND  
INTERPRETATION.

Pilkington, John, 1918-  
The heart of Yoknapatawpha / by John Pil-  
kington. -- Jackson, MS : University Press  
of Mississippi, 1981.

Audiovisual

FSS-119 The Adolescent identity crisis (FILMSTRIP)  
Time-Life Multimedia, c1977.

77 fr. color. 35mm. with cassette:  
approximately 30 min. (Human behavior: the  
psychology of self)

Illustrates the challenges of adoles-  
cence and questions regarding sexuality,  
independence, morals, and careers.

1. Adolescence--Psychology.
2. Youth.  
I. Series.

6. Audiovisual Card →



## ANATOMY OF A LIBRARY CATALOG CARD

On page 15 is an outline, or "anatomy," of a catalog card. This outline is provided so that you will know what kind of information is given on each catalog card. Knowing what kind of information is listed will help you save time and make decisions simply by checking the card catalog. Knowing, for example, the date of publication may help you decide if a specific book is current enough for you before you actually go to the shelves to look for the book.

Look at each part of the catalog card. Note that Number 1 is the call number; this is the most important bit of information given because it tells you how to locate the book in the library. Number 2 is the author's name; sometimes it is given in more than one place on the card. Number 3 is the title of the book; sometimes it is also given at the top of the card. Numbers 4-6 give you the publication information, including the date of publication mentioned above.

In the mid-section of the card you'll find descriptive information about the book. You'll find Number 7, the "collation," or physical description, of the book. Note that the number of pages is given along with the size of the book and notations indicating that illustrations are included in the book.

Finally, you'll find Number 8, the subject tracings, at the bottom of the card, and Number 9, the subject heading, at the top of the card.

REMEMBER that subject headings are always printed in all capital letters.

Sometimes you will want to check the subject tracings to find additional subject headings to use when you're trying to find several books on related subjects. These tracings help you save time by showing you the exact subject headings to use. Remember that different people have different ways of naming books and subject headings; you'll have to learn to think of several ways to look up most subjects and the tracings at the bottoms of cards are good clues.



# ANATOMY OF A LIBRARY CATALOG CARD

(1) TELEVISION IN RELIGION--UNITED STATES  
 BV  
 656.3  
 .F73  
 1987

(2) Frankl, Razelle, 1932-  
 Televangelism : the marketing of popular religion / Razelle Frankl. -- Carbondale : Southern Illinois University Press, c1987.

(3) xviii, 204p. : ill. ; 24 cm.

1. Television in religion--United States.  
 2. United States--Church history--20th. century. 3. Fundamentalism--History.  
 4. Evangelicalism--United States--History.

1. Call number
2. Author's/editor's name
3. Title

TELEVISION IN RELIGION--UNITED STATES  
 BV  
 656.3  
 .F73  
 1987

Frankl, Razelle, 1932-  
 Televangelism : the marketing of popular religion / Razelle Frankl. -- Carbondale : Southern Illinois University Press, c1987.

xviii, 204p. : ill. ; 24 cm.

1. Television in religion--United States.  
 2. United States--Church history--20th. century. 3. Fundamentalism--History.  
 4. Evangelicalism--United States--History.

4. Place of publication
5. Publisher
6. Date of publication or copyright date

(9) TELEVISION IN RELIGION--UNITED STATES  
 BV  
 656.3  
 .F73  
 1987

Frankl, Razelle, 1932-  
 Televangelism : the marketing of popular religion / Razelle Frankl. -- Carbondale : Southern Illinois University Press, c1987.

(7) xviii, 204p. : ill. ; 24 cm.

(8) { 1. Television in religion--United States.  
 2. United States--Church history--20th. century. 3. Fundamentalism--History.  
 4. Evangelicalism--United States--History.

7. Collation (physical description of book)
8. Subject tracings
9. Subject heading



*obsolete*

## TIPS FOR USING "AMELIA"--THE ONLINE PUBLIC ACCESS CATALOG AT UA

A bank of computer terminals is located on the first floor directly in front of the elevators in the Gorgas Library (located on the quad behind Denny Chimes). A number of other computer terminals are located throughout the building on each floor. The card catalog, located beside the computer bank on the first floor, was "closed" in 1988. This means that no new records were added to the card catalog after January 1, 1988.

To locate a book by author, simply type in "A/" and then the author's name, last name first. See the following example:

A/ Faulkner, William

To locate a book by title, type in "T/" and then the title of the book, omitting "a," "an," or "the," as illustrated below.

T/Gone with the Wind

To locate a book by subject, type in "S/" and then the subject you think is appropriate, as illustrated below.

S/Divorce

Other AMELIA commands are indicated below.

HELP	=	retrieves HELP screen for the screen you are viewing (author, title, or subject)
/HELP	=	retrieves a general HELP screen of basic instruction for all types of searches
NS	=	next screen
PS	=	previous screen

Once you locate the book you want, note the call number and location. The University of Alabama has several libraries in various locations around campus, but books for all libraries are included in one computer database on AMELIA. If the book you want is located in GORGAS, it will be in the Main Library on the Quad. If it is located in another library, ask for directions at the circulation desk.

Additional information on searching AMELIA may be found in the display racks throughout the Gorgas Library. Free AMELIA training sessions are offered through the office of Bibliographic Instruction, Room 207, Gorgas Library.



## CHAPTER 4: FINDING CURRENT INFORMATION



## LOCATING PERIODICALS

Although books provide a great deal of information, periodicals and newspapers usually provide more up-to-date and current information. Periodicals are excellent sources of factual, "newsy," and statistical information important in many classroom assignments.

A "periodical" is, quite simply, anything that is published at certain "periods" or in intervals. At Shelton State, periodicals include magazines, journals, and newspapers.

Shelton State carries over 350 current periodical subscriptions and maintains back issues, or "backfiles" as they are called, for most titles. Backfiles at the Junior College Library are maintained in loose, bound (i.e., bound together in hard covers), and microform formats; at the Technical Library, backfiles are maintained only in loose format. At each library, periodicals are arranged alphabetically by title, regardless of format. At the Junior College Library, current issues are located by the circulation desk, while the backfiles are located directly across from the circulation desk. At the Technical Library, both current issues and backfiles are located in the front of the library.

Newspapers are stored only for one month in the Newspaper Room in the Junior College Library and in the library offices at the Technical Library. Earlier back issues are not maintained at Shelton State.

Both libraries maintain lists of periodicals (arranged by title) of all current subscriptions and backfiles on each campus. At the Junior College Library, this information is kept in the Magazine List, located on a table by the index tables near the circulation desk. There is also a notebook which contains a list of titles available at the Technical Library as well as listings from other area libraries (when these are available). At the Technical Library, there is a notebook that includes a listing of periodicals available at the Fifteenth Street Campus as well as those available on the Skyland Campus. All lists are arranged alphabetically by title.

On the following page, there are examples of entries in the Magazine List at the Junior College Library. The card for U.S. News & World Report illustrates the record kept for a weekly magazine, showing also the ways in which bound volumes and microfilm volumes are noted.

The second example, for Civil War History, is for a quarterly magazine; note that an "X" appears in the spot for each month Shelton State has received an issue. Also note, at the top of the card, that no bound volumes and no microfilm volumes are available.

The card for The Montgomery Advertiser illustrates the record kept for a daily newspaper. Notice the special notation, "30 days or 1 month kept in Newspaper Room," printed at the top of the card.

DON'T BE CONFUSED by the notation "to the present" that appears on some cards. This simply means that the college holds a current subscription; some publishers lag behind in both print and microform backfiles.



1. Weekly Magazine

## 2. Quarterly Journal

3. Daily Newspaper

19



## USING INDEXES TO LOCATE CURRENT INFORMATION

The most efficient and labor-saving means of locating current information is to use an INDEX. Using an index means that you don't have to look through all 350 magazine titles and thousands of back issues one by one. Instead, use an index to locate lists of articles on a specific subject.

The index familiar to most people is the Readers' Guide to Periodical Literature. It is a general, all-purpose index to "newsy," general periodicals like Time and Newsweek. Most indexes, however, are designed to lead you to information in specific subject areas. For example, Humanities Index leads you to magazine articles about subjects in the humanities; Biography Index leads you to biographical information. Readers' Guide is available in the Junior College Library, while the Abridged Readers' Guide is available in the Technical Library.

Using specialized, subject indexes will help you save time and gather information more efficiently. A listing of indexes is given below and descriptions are given in the back of your Library Guide (beginning on page 65, in alphabetical order).

Some indexes (and reference sources shelved with them) also include facts, news, and brief articles. With these sources, you have all of the information at your fingertips. Examples of these "indexes" are Facts On File, Editorials On File, and NEWSBANK.

Sample entries from news and periodical indexes are given on page 22. Look them over so that you can become familiar with the kind of information you are given in each.

PLEASE REMEMBER that all indexes "explain themselves" to you by including instructions in the front pages of each volume. In addition, any abbreviations that are used are also given, usually in the front, of each volume.

## FINDING INFORMATION FOR THE PERSUASIVE PAPER OR SPEECH AND/OR FOR THE CURRENT ISSUES PAPER OR SPEECH

To locate ideas for persuasive papers or speeches and/or for current issues papers or speeches, look through OPPOSING VIEWPOINTS (a series of green and white books located at the end of the indexes) in both libraries. Hundreds of current interest topics are provided, offering both pro and con viewpoints. These books may not be checked out but useful pages may be photocopies.

Look also in PUBLIC AFFAIRS PAMPHLETS (a series of small paperback pamphlets located at the end of the indexes in the Junior College Library). These brief publications provide basic information on a variety of current interest topics.

Finally, ask for the CURRENT TOPICS LIST available at the circulation desk in the Junior College Library. This list, developed by a librarian and updated throughout the year, provides a sampling of high interest topics and with a reference to one introductory article about each topic.



INDEXES AVAILABLE AT SHELTON STATE JUNIOR COLLEGE LIBRARY

Biography Index (Index Table Ref. Z5301.B5, 1970--)

Congressional Quarterly (Index Table Ref. JK1.C66, 1974--)

Cumulative Index to Nursing and Allied Health Literature (Index Table Ref. Z6675.N7.C8, 1961-1974, 1987--; 1977-86 on microfilm)--ALSO AVAILABLE AT TECHNICAL LIBRARY)

Editorial Research Reports (Index Table Ref. H35.E35, 1976--; 1970-76 on microfilm)

Editorials on File (Index Table Ref. D839.E3, 1978--)

Essay & General Literature Index (Index Table Ref. AI3.E7532, 1970--)

General Science Index (Index Table Ref. Z7401.G46, 1985--)

Humanities Index (Index Table Ref. AI3.H85, 1974--)

Magazine Article Summaries (Index Table Ref. AP2.P79, 1987--)

New York Times Index (Index Table Ref. AI21.N44, 1975--)

NewsBank (Newspaper Room Ref. AI3.N559, 1984--)

Readers' Guide to Periodical Literature (Index table Ref. AI3.R4, 1955--)--  
ABRIDGED READERS' GUIDE available at Technical Library (Index Table Ref. AI13.R494, 1986--)

Social Sciences Index (Index Table Ref. AI3.S62, 1974--)

Vital Speeches of the Day (Index Table Ref. PN6121.V52, vol. 44--; vols. 1-43 on microfilm)





## SAMPLE ENTRIES FROM NEWS AND PERIODICAL INDEXES

### 1. from EDITORIALS-ON-FILE

ACID Rain -- see ENVIRONMENT & Pollution

---

#### ENVIRONMENT & Pollution

EDB Use as grain pesticide barred--158-163

Canada scores US acid rain inaction, pledges unilateral effort--288-293

---

### 2. from READERS' GUIDE TO PERIODICAL LITERATURE

#### Credit

See also

Agricultural credit

Collecting of accounts

Credit cards

Scared to apply for credit? How to psych out the system. B.G.Quint. il Glamour 81:184 F'86

Bankruptcy is featured topic at PCIS mini-credit seminar. Publishers Weekly 223:68-9 Mr 4 '86

Your credit rating: what they look for now. M.H. Farrell. Good Housekeeping 196:221 F'86

---

### 3. from MAGAZINE ARTICLES SUMMARY

#### GORBACHEV, Mikhail

\*Man of the decade: Gorbachev: The unlikely patron of change.

Examines Mikhail Sergeyevich Gorbachev, Soviet leader and visionary, who has for the past four years presided over a bloodless revolution, trying to transform communism and yet have it remain communism. Potential for violence and/or disintegration; Perestroika; Reshaping the world.

By L. Morrow

(Time, 1/1/90, Vol. 135 Issue 1, 2c, p42, 4p)

---

### 4. from NEW YORK TIMES INDEX

#### SOUTH AFRICA, REPUBLIC OF. See also

Angola, Ja 5,10,13,19,F 10

Freedom and Human Rights, F 8

Namibia

Track and Field, F 4

Human Rights Commission in South Africa, private monitoring group, reports Government restricted political activity of 32 organizations in 1988 (S), Ja 4,I,5:1

Tufts University will divest itself of all its holdings in businesses operating in South Africa (S), F 26,I,4:3



## HOW TO USE NEWSBANK

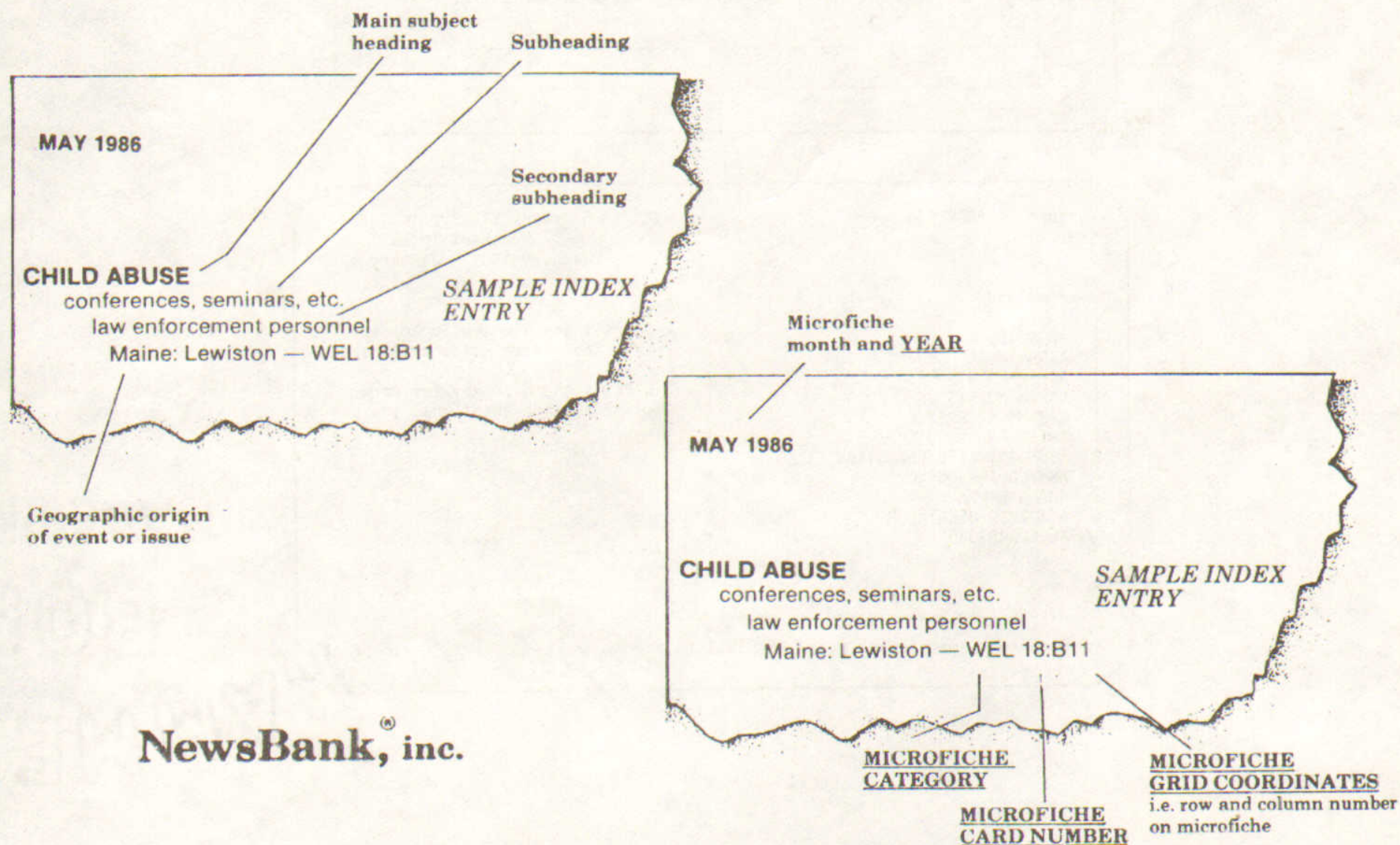
(Junior College Library Newspaper Room)

Newsbank is a current awareness source of articles from over 300 newspapers in the United States. At least two newspapers from each state are included. At Shelton State, the index is available in both print and electronic formats. The print index is in the blue books (both hardbound and paperbound) and the electronic index is accessed through a user-friendly CD-ROM work station.

Shelton State has every article cited in the indexes, from 1983 to the present, in microfiche (pronounced micro-fēesh) format, in the yellow file cabinet. Fiche are filed by category, year, and card number. Drawers are labelled to indicate the categories in each one. Microfiche copies of the newspaper articles can be read and/or copied from microfiche reader/printers in the Newspaper Room.

### USING THE PRINT INDEX

To use the print index, select one of the blue bound or paperback volumes and look for your topic. You may be referred to other subject headings and there will be a number of subheadings from which to choose. The entry will look like the example given below. Grid coordinates are used to indicate the location of the specific article on the microfiche card and are used like those on roadmaps to indicate the location of a specific town. On the microfiche reader screen, each page has the grid coordinates at the lower left corner.





## USING THE CD-ROM ELECTRONIC INDEX

The computerized index is quick and easy to use. Begin by reading instructions on the screen and continue by following the directions given on the bottom line of every screen. The keys are well marked and there is a guide attached to the workstation explaining special function keys located above the regular keyboard. HELP screens and "how to" information is also provided when you push the HELP key.

The search screen looks like the following example and indicates subject headings and the number of references under each. To reach an alternate subject heading (a "see" reference), simply press the SEARCH key again.

NewsBank Electronic Index  
NewsBank Index  
January 1982 - January 1989

How To Use Electronic Index

Type in a Subject and press the SEARCH key

Press the HEADINGS key to see an Alphabetic list of Subject Headings

Press the START/STOP key to select another Year or Index

Type in a Subject / State name or abbreviation and Press the SEARCH key to narrow your search by state.

Press the HELP key to get more help on how to use ELECTRONIC INDEX

Always read the BOTTOM LINE of the screen to see what you can do next

Current Search

ABORTION

1932

NewsBank Electronic Index  
NewsBank Index  
January 1982 - January 1989

Headings	No. of Articles
ABORTION	1932
ABRAHAM AND STRAUS	2
ABRAHAMSON JAMES	2
ABRAM MORRIS	1
ABRAMSON JERRY	3
ABT CLARK	1
ABUNDANT LIFE CHRISTIAN FELLOW	1
ABUSED PERSONS	*
ABZUG BELLA	9
ACADEMIC DECATHLON	5
ACCELERATORS	*

Press any alphabetic key to move to that letter of the alphabet.

Press the HELP key for more information about what you can do

Highlight a topic and press HEADINGS to narrow search. PRINT REF to print.



The actual index screen will look like the example given below. The date, microfiche abbreviation, microfiche card number, and grid coordinates are given so that you can locate the article you want in the yellow file cabinet.

Current Search
ABORTION
Last Search
NO LAST SEARCH

January 1982 - January 1989  
 -----NewsBank Index-----Microfiche Locator Code-----

ABORTION			Microfiche Locator Code
...			
Canada	1985	INT	29:G8
Ireland	1983	INT	72:D5
organizations, financing			
Maine	1984	HEA	101:A1
task force	1984	HEA	154:A2
New York			
aftercare services	1988	HEA	59:F9
lawsuits and court orders			
Texas: Fort Worth			

L-Press LINE FORWARD or BACK, HEADINGS for headings list, PRINT REF to print--

Date

Grid Coordinates

Microfiche Category  
Abbreviation

Microfiche Card  
Number

Current Search
ABORTION
Last Search
NO LAST SEARCH

January 1982 - January 1989  
 -----NewsBank Index-----Microfiche Locator Code-----

ABORTION			Microfiche Locator Code
...			
Canada	1985	INT	29:G8
Ireland	1983	INT	72:D5
organizations, financing			
Maine	1984	HEA	101:A1
task force	1984	HEA	154:A2
New York			
aftercare services	1988	HEA	59:F9
lawsuits and court orders			
Texas: Fort Worth			

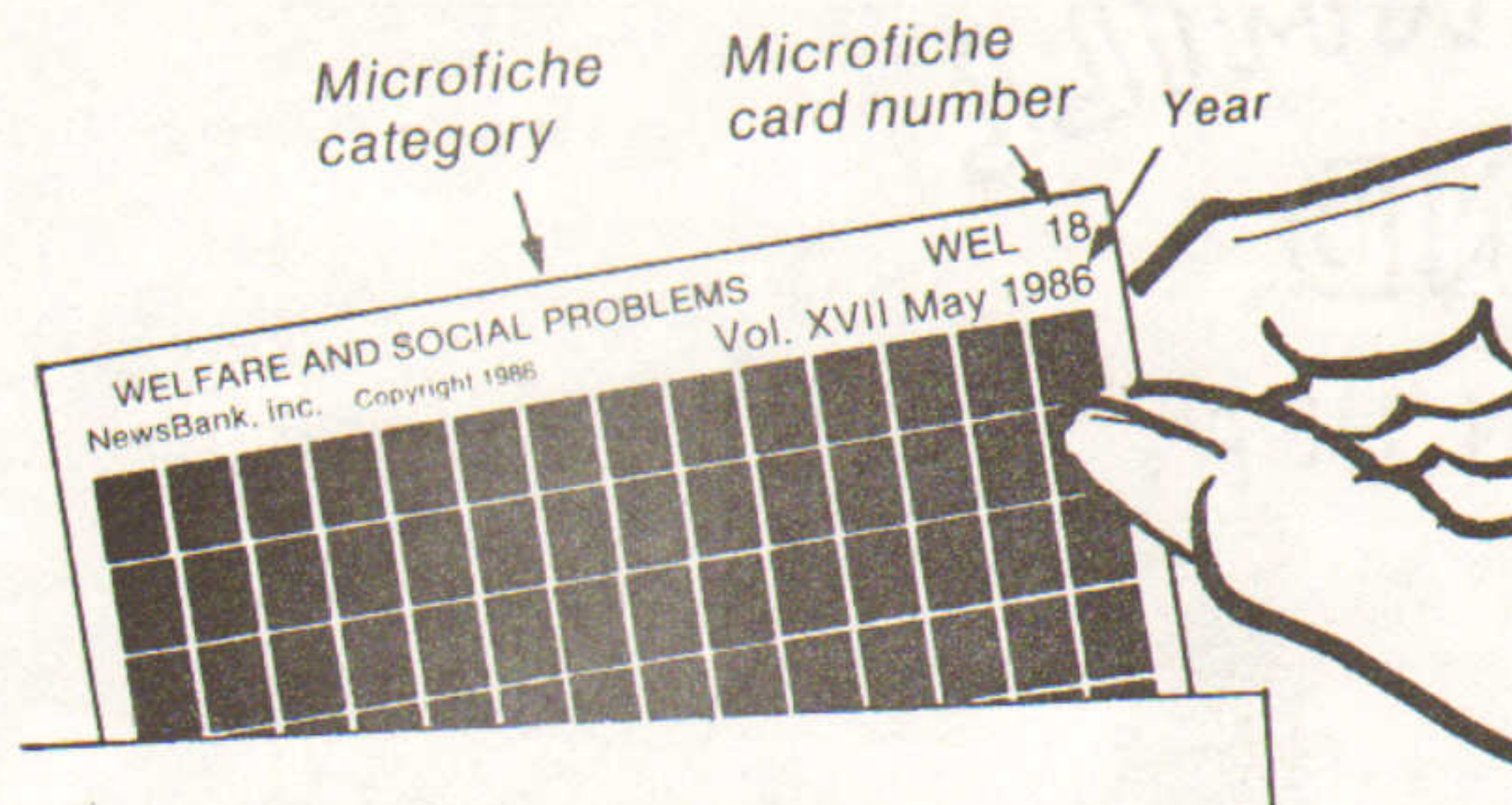
L-Press LINE FORWARD or BACK, HEADINGS for headings list, PRINT REF to print--

If you like, you may press the PRINT REF key to have a printed copy of a specific reference or the PRINT SCREEN key to have a copy of the "page" displayed on the screen to use as you look for the correct microfiche card in the yellow file cabinet. There are no charges for these copies.

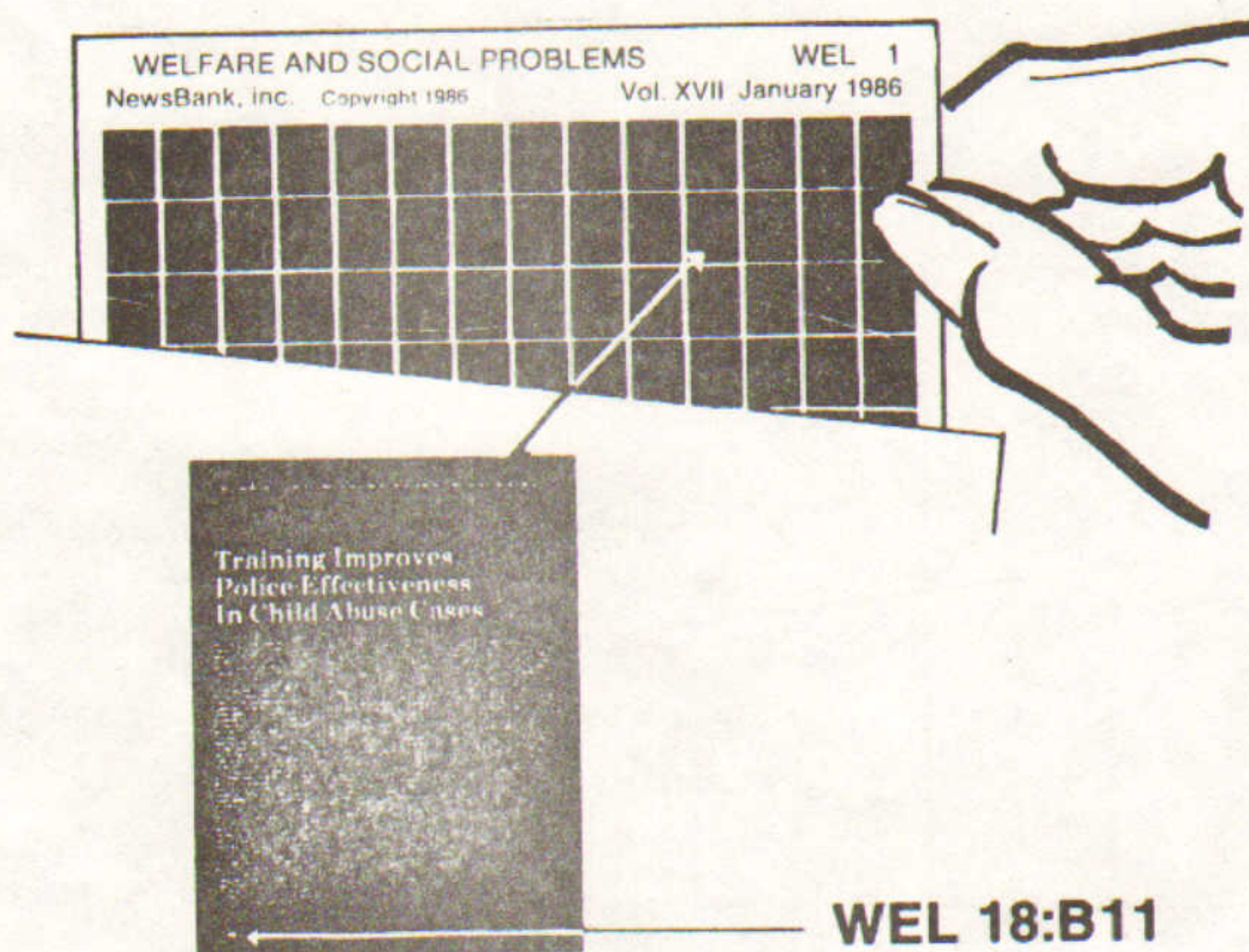


## LOCATING THE ARTICLE AFTER FINDING THE REFERENCE

After you find the reference in the print or electronic index, go to the yellow file cabinet to locate the microfiche. Look first for the category abbreviation on the drawer label and then look for the year and then the card number.



After locating the correct microfiche card, place it in a reader or reader/printer. The letter and number of the grid coordinates appear in the lower left hand of each frame and give the location of the specific article.



## CITING NEWSBANK

Although Newsbank is a collection of newspaper articles, references are not cited as original newspapers but as microform copies. Both print and electronic indexes include examples from the MLA Handbook for Writers and the Chicago Style Manual. Refer to these for correct citation forms for your papers.

AS WITH ANY LIBRARY RESOURCE, ASK FOR ASSISTANCE IF YOU DON'T UNDERSTAND HOW TO USE IT OR HAVE QUESTIONS!



CHAPTER 5: THE REFERENCE COLLECTION



## THE REFERENCE COLLECTION

A REFERENCE BOOK is one that has been planned and written to be consulted for items of information rather than to be read throughout. It is organized for quick and easy use, either in alphabetical or chronological arrangement or by the use of detailed indexes. Always consult the front of a reference book for instructions on use or refer to the index. Indexes in reference books are usually found in the back of the book; sometimes a separate index volume is provided for multi-volume reference sets.

At Shelton State, reference books are shelved in a special reference section. Books in this section generally do not circulate; however, exceptions are sometimes made for special class presentations. See a librarian if you would like to ask permission to use a reference book outside of the Library.

Some reference books, such as dictionaries, encyclopedias, or atlases, supply the needed information. Others, like bibliographies or periodical indexes, simply lead you to additional information. That is, they give you references to other books or magazines that have the information you're seeking.

A brief listing of types of reference books and their uses is given below.

### GENERAL REFERENCE BOOKS

1. DICTIONARY--provides information about words (including spelling, pronunciation, origin, definition, and other information)

Example: Webster's Third New International Dictionary of the English Language

2. ENCYCLOPEDIA--gives an overview of a topic, definition, description, background, and bibliographic references

Example: Encyclopaedia Britannica

3. INDEX--provides references to other books or periodicals that contain information; points to information outside of itself; available for articles, poems, plays, essays, short stories, speeches, and other works that appear in collections

Example: Essay and General Literature Index

4. YEARBOOK--presents the events of the past year in brief, concise form

Example: Statesman's Year-Book

5. HANDBOOK--provides miscellaneous information, usually about a specific subject

Example: Handbook to Literature



6. ALMANAC--originally a projection of the coming year by days, months, holidays, and weather forecasts; now usually a collection of miscellaneous facts and statistical information  
Example: The World Almanac and Book of Facts
7. DIRECTORY--lists names and addresses of persons, organizations, or institutions; may also provide information on purposes, dues, and officers of organizations  
Example: Community, Technical, and Junior College Directory
8. ATLAS--volume of maps, plates, or charts; sometimes includes explanatory text  
Example: National Geographic Atlas of the World
9. GAZETTEER--provides geographical information and data about places in a dictionary-type format; does not define geographical terms  
Example: Columbia Lippincott Gazetteer of the World
10. BIBLIOGRAPHY--list of books and other materials which have some relationship to each other (i.e., usually on a particular topic)  
Example: MLA International Bibliography
11. GUIDE--provides a general overview of a subject area or specific topic; often points out the "best" or most "representative" examples or information about the subject  
Example: Library Guide for ENG 101 and 102

A Reference Bibliography, representative of the types of dictionaries and encyclopedias available in the Junior College Division Library, is provided on the following pages. Similar materials are available in the Technical Library.



## REFERENCE BIBLIOGRAPHY

### I. Dictionaries

#### A. Unabridged Dictionaries

Webster's Third New International Dictionary of the English Language  
(Ref. PE 1625 .W36 1969 and 1981--2 copies, dictionary stand)

#### B. Historical Dictionaries

Oxford English Dictionary--called the "OED"  
(Ref. PE 1625 .M7 1933--lounge area)

#### C. Desk/College Dictionaries

Webster's New Collegiate Dictionary  
(Ref. PE 1628 .W4 .M4 1976)

#### D. Specialized Dictionaries

##### 1. Etymology

Dictionary of Word and Phrase Origins (Ref. PE 1580 .M6)

Oxford Dictionary of English Etymology (Ref. PE 1580 .05 1967)

##### 2. Foreign Words/Phrases

Concise Dictionary of Foreign Expressions (Ref. PE 1670 .P96 1982)

Dictionary of Foreign Terms (Ref. PE 1670 .M3 1974)

##### 3. Rhyming

Rhyming Dictionary of the English Language (Ref. PE 1519 .W3 1924)

Wood's Unabridged Rhyming Dictionary (Ref. PE 1519 .W62 1977X)

##### 4. Slang/Current Usage

Dictionary of Americanisms . . . (Ref. PE 2835 .D5 1956)

Dictionary of Slang and Unconventional English  
(Ref. PE 3721 .P3 1967)



## 5. Synonyms

The Doubleday Roget's Thesaurus in Dictionary Form (Ref. PE 1591  
.D6 1967)

Sisson's Synonyms . . . (Ref. PE 1591 .S5)

Webster's Collegiate Thesaurus (Ref. PE 1591 .W38)

## F. Subject Dictionaries

Civil War Dictionary (Ref. E 468 .B7)

Dictionary of American Government and Politics (Ref. JK 9 .S42 1988)

Dictionary of Geography (Ref. G 103 .M65)

Facts on File Dictionary of Astronomy (Ref. QB 14 .I42)

International Dictionary of Medicine and Biology. 3 vols. (Ref. R 121  
.I58 1986)

Interpreter's Dictionary of the Bible--5 vols. (Ref. BS 440 .I63)

Mathematics Dictionary (Ref. QA 5 .J32 1976)

The MIT Dictionary of Modern Economics (Ref. HB 61 .M49 1986)

## III. Encyclopedias

### A. General

~~Collier's Encyclopedia--24 vols. (Ref. AE 5 .C683 1968)~~

Encyclopedia Americana--30 vols. (Ref. AE 5 .E333 1983)

New Encyclopaedia Britannica--30 vols. (Ref. AE 5 .E363 1983)  
(called the "Britannica 3")

### B. One-Volume Encyclopedias

The Encyclopedia of American Journalism (Ref. PN 4855 .P26 1983)

Lincoln Library of Essential Information (Ref. AG 105 .L55)

New Columbia Encyclopedia (Ref. AG 5 .C725 1974)

World Press Encyclopedia (Ref. PN 4735.W6 1982)



### C. Subject Encyclopedias

Encyclopedia of Chemistry (Ref. QD 5 .E38 1966)

Encyclopedia of Education--10 vols. (Ref. LB 15 .E47)

Encyclopedia of Philosophy--8 vols. (Ref. B 41 .E5)

Encyclopedia of the American Revolution (Ref. E 208 .B68)

Encyclopedia of World Art--14 vols. (Ref. N 31 .E4833)

Guide to American Law--12 vols. and 2 supplements (Ref. KF 136 .G77 1983)

International Encyclopedia of the Social Sciences--18 vols.  
(Ref. H 40 .A2 15)

McGraw-Hill Encyclopedia of Science and Technology--15 vols.  
(Ref. Q 121 .M3 1977)

Mennonite Encyclopedia--4 vols. (Ref. BX 8106 .M37)

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### SPECIALIZED REFERENCE TOOLS

In addition to different kinds of general reference books, each subject area has reference tools of each type. For example, the field of literature has its own bibliographies (such as Granger's Index to Poetry), its own dictionaries (such as Dictionary of Literary Terms), and its own handbooks (such as Oxford Companion to English Literature).

To locate specialized reference tools, consult the card catalog under the subject field or browse through the reference section, looking for the LC numbers assigned to the subject you need.

Some reference tools, however, cross specific subject boundaries and bring together information of a certain type. A number of reference books, for example, provide BIOGRAPHICAL INFORMATION about people from various backgrounds. A bibliography of biographical sources available at the Junior College Division Library, which illustrates specialized reference tools, is given on the following pages.



BIBLIOGRAPHY OF BIOGRAPHICAL SOURCES

*Nobel  
Prize  
Winners*  
*Presidents*

I. General Biography

\*Bibliography Index (Index Table Ref. Z 5301 .B5)

Chambers Biographical Dictionary (Ref. CT 103 .C4 1969)

Current Biography (Ref. CT 100 .C8)

HELPFUL HINT: Be sure to locate the volume with the most inclusive indexes; this way you'll only have to look through one or two volumes instead of each volume for each year.

Dictionary of American Biography (Ref. E 176 .D563)

The Dictionary of Biography (Ref. CT 103 .R57 1975b)

Dictionary of National Biography (Ref. DA 28 .D56)

HELPFUL HINT: Use this source for people of British origin.

Great Lives (Ref. CT 107 .G74 1988)

Lifelines (Ref. CT 104.W45)

More Memorable Americans 1750-1950 (Ref. CT 214 .D69 1985)

New York Times Great Lives of the Twentieth Century (Ref. CT 120 .N46 1988)

\*New York Times Index (Index Table Ref. AI 21 .N44)

New York Times Obituaries Index (Index Table Ref. CT 213 .N47)

Webster's American Biographies (Ref. CT 213 .N47)

Webster's Biographical Dictionary (Ref. CT 103 .W4 1967)

Who's Who in America (Ref. E 176 .W6424)

II. Biographies of Special Groups

American Jewish Biographies (Ref. E 184.55 .A38 1982)

The American Negro Reference Book (Ref. E 185 .D25)

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\*Annotations for these titles are given in the GENERAL BIBLIOGRAPHY in the back of the Library Guide.



American Reformers (Ref. CT 215 .A67 1985)

Contemporary Photographers (Ref. TR 139 .C66 1982)

Dictionary of American Negro Biography (Ref. E 185.96 .D53 1982)

Encyclopedia of Black Americans (Ref. E 185 .E55)

Great Negroes Past and Present (Ref. E 185.96 .A4 1969)

International Library of Afro-American Life and History  
(Ref. E 185 .I58 1978X)

The International Dictionary of Women's Biography (Ref. CT 3203 .I67 1983)

The Nobel Prize Winners (Ref. PN 451 .N63 1987)

Notable American Women (Ref. CT 3260 .N57)

Who's Who of American Women (Ref. CT 3260 .W5)

Women of Achievement (Ref. HQ 1123 .B38 1981)

The Women's Book of World Records and Achievements (Ref. CT 3234 .R65)

### III. Specialized Reference Works That Include Biographical Information

#### A. In the Humanities

American Women Writers (Ref. PS 147 .A4)

\* American Writers (Ref. PS 129 .A35)

Baker's Biographical Dictionary of Musicians (Ref. ML 105 .B16 1978)

Brief Lives: A Biographical Companion to the Arts (Ref. NX 90 .A73 1971)

\* British Writers (Ref. PR 85 .B688)

Contemporary Architects (Ref. NA 680 .C625)

Contemporary Artists (Ref. NA 680 .C6567)

Encyclopedia of World Art (Ref. N 31 .E4833)

The Film Encyclopedia (Ref. PN 1993.45 .K34 1979)

\* Humanities Index (Index Table Ref. AI 3 .H85)

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\*Annotations for these titles are given in the GENERAL BIBLIOGRAPHY in the back of the Library Guide.



The Metropolitan Opera Encyclopedia (Ref. ML 102 .06 M47 1987)

The New Grove Dictionary of Music and Musicians (Ref. ML 100 .N48)

Southern Writers: A Biographical Dictionary (Ref. PS 261 .S59)

Who's Who of Jazz (Ref. ML 106 .B16 1978)

B. In Science and Technology

\*Cumulative Index to Nursing and Allied Health Literature  
(Index Table Ref. Z 6675 .N7 C8)

Dictionary of Scientific Biography (Ref. Q 141 .D5)

The Focal Encyclopedia of Photography (Ref. TR 9 .F6 1965)

McGraw-Hill Encyclopedia of Science and Technology  
(Ref. Q 121 .M3 1977)

*new ed. soon  
on shelves*

Science: A New York Times Survey (Ref. Q 171 .S3374)

C. In the Social Sciences

The Encyclopedia of American Crime (Ref. HV 6789 .S54 1982)

The Encyclopedia of Education (Ref. LB 15 .E47)

International Encyclopedia of the Social Sciences (Ref. H 40 .A2 I5)

The Oxford Companion to Sports and Games (Ref. GV 207 .093)

\*Social Sciences Index (Index Table Ref. AI 3 .S62)

- D. Oxford University Press publishes numerous "Oxford Companions" (like the one listed above under SOCIAL SCIENCES) which include biographical information for individuals in many fields. Consult the card catalog under the heading "Oxford Companion to . . ." for a complete listing.

IV. Most reference books contain a certain degree of biographical information. Be sure to browse the reference section and look through these books in the subject field of the individual for whom you are seeking information.

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\*Annotations for these titles are given in the GENERAL BIBLIOGRAPHY in the back of the Library Guide.



CHAPTER 6: THE RESEARCH PAPER



## THE RESEARCH PAPER

The most significant assignment you'll receive in your college English classes will be the research paper. You'll learn to select a topic, conduct research, write about the topic, identify the sources you used, and to edit your final product. If you need help while working on your research paper outside of class, try one of the resources listed below. Most of the resources about writing research papers, as well as most information needed as sources, are found in the Junior College Library.

Gibaldi, Joseph and Achtert, Walter S. MLA Handbook for Writers of Research Papers. 3rd. ed. New York: Modern Language Association of America, 1988.  
(Desk Reference; ask at Junior College Library Circulation Desk)

How To Survive in School: Special Problems in Library Research. 66 min. slides with sound. Offers guides to research in biography, history, and technical subjects, using specific projects as examples.  
(SS-44, Junior College Library AV Office)

The MLA Style Sheet. 2nd. ed. New York: Modern Language Association of America, 1970.  
(Ref. Z 253 .M73 1970; copies available at Circulation Desk)

Publication Manual of the American Psychological Association. 3rd. ed. Washington, D.C.: American Psychological Association, 1983.  
(Ref. BF 76.7 .P83 1983; copies available at Circulation Desk)

The Research Paper. 30 min. filmstrip with sound. Describes research methods and library skills involved in writing research papers.  
(FSS-137, Junior College Library AV Office)

The Research Paper Made Easy, Parts I, II, and III. 55 min. slides with sound. Describes 10 steps to organizing a research paper.  
(SS-36, Junior College Library AV Office)

Turabian, Kate L. A Manual for Writers of Term Papers, Theses, and Dissertations. 5th. ed. Chicago: University of Chicago Press, 1987. (Ref. LB 2369 .T8 1987; copies available at Circulation Desk)

In addition, you may wish to review the information provided in your writing textbook, The Writing Commitment, or other books listed under the subject heading RESEARCH in the card catalog.



## How To Find.....WHAT HAPPENED IN A PARTICULAR YEAR

To determine a topic for a particular year, you may wish to consult one of the resources listed below. These resources will provide you with lists of newsworthy events or activities from the recent past that may give you a starting point for your research paper. These resources are available in the Junior College Library.

Look through back issues of the following magazines:

LIFE (bound volumes)--1936 to the present.  
NEWSWEEK (bound and microfilm volumes)--1960 to the present.  
TIME (bound and microfilm volumes)-- 1960 to the present.  
U.S. NEWS & WORLD REPORT (bound and microfilm volumes)--1960 to the present.

Look through volumes of CURRENT BIOGRAPHY (Ref. CT 100 .C8) to locate names of newsworthy, popular, or significant people in the year of your birth.

Check indexes or tables of contents for the appropriate years in the following reference books:

The American Almanac. (Ref. E 174.5 .B52 1977)

Chronology of African History (Ref. DT 17 .F73)

Chronology of World History (Ref. D 11 .F75 1975)

Encyclopedia Americana (Ref. AE 5 .E333 1983)

The Encyclopedia of American Facts and Dates. (Ref.E 174.5.C3 1972)

Great Events from History. (Ref. E 178.3 .M25)

Great Events from History: Worldwide Twentieth Century Series.  
(Ref. D 421 .G7)

Historical Tables 58 B.C.--A.D. 1972. (Ref. D 11 .S83 1966)

Information Please Almanac. (Ref. AY 67 .N5 W7)

The People's Chronology. (Ref. D 11 .T83)

The Timetables of History. (Ref. D 11 .G78)

World Almanac and Book of Facts. (Ref. AY 67 .N5 W7)

Day by Day: The Forties (Ref. D 427 .L4)

Day by Day: The Fifties (Ref. D 842.5 .M47)

Day by Day: The Sixties (Ref. D 840 .P27 1983)

Day by Day: The Seventies (Ref. D 848 .L4 1988)



## SEVEN STEPS TO ANALYZING RESEARCH PROBLEMS\*

### Focus on the Problem

#### 1. SURVEY THE TOPIC AND CLARIFY UNFAMILIAR TERMS.

Do some preliminary reading in the Library. Look up your topic in encyclopedias and subject dictionaries. Be sure that you are comfortable with the topic and its vocabulary. This is the only step that must be completed in the Library.

#### 2. BREAK THE TOPIC INTO ITS SIMPLE SUBTOPICS.

Brainstorm. Try to examine your topic from a variety of angles. Look at alternative ways of approaching your topic. Consider alternative subject headings or descriptors. Remember that all subjects do not make good research paper topics--some are too broad and some are too narrow. Narrow topics are better for opinion or persuasive papers.

#### 3. DETERMINE APPROPRIATE FORMATS OF PRIMARY AND SECONDARY MATERIALS.

Consider the types of materials you will need (books, periodicals, newspaper articles, etc.). Consider whether or not you will need primary or secondary sources. Primary sources are those that are closest in time to the actual event or creative act (such as literary texts, eye witness accounts, letters or personal papers); secondary sources are those that are further removed in time from the event or act (such as critiques or commentaries, histories, editorials, or reviews).

To distinguish between primary and secondary sources, consider the following question:

HOW CLOSE IN TIME IS THE MATERIAL/SOURCE TO THE ORIGINAL EVENT OR CREATIVE ACT?

In oversimplification, secondary sources are generally books, which take longer to get published and made available. Primary sources are generally periodical and newspaper articles.

#### 4. ESTIMATE THE QUANTITY OF MATERIALS NEEDED.

Consider the number of resources you will need to write a good paper. Sometimes your instructor will give you a number; other times, you will need to decide on the basis of your topic and the coverage you choose to give it.

#### 5. ESTIMATE THE QUALITY OF MATERIALS NEEDED.

All materials are not equal. For example, you might find a great deal of information about Donald Trump in the *National Enquirer*, but this is not an authoritative source. *Psychology Today* is a popular psychology magazine, but it offers popularized treatments of a subject rather than a scholarly or clinical treatment. Consider the reputations of writers or publishers that you use. Television programs may also be considered sources; however, avoid "news magazines" or TV programs that do not relate documentary information (unless you are writing about a popularized subject).

#### 6. BUDGET THE TIME AVAILABLE TO DO THE RESEARCH.

Don't put off research until the last minute--especially if you have not completed Steps 1-5 above. PLAN your research strategy before you begin. This will save you time in the long run and reduce the amount of time you spend in the library.

#### 7. INDICATE THE CATEGORIES OR TYPES OF REFERENCE MATERIALS THAT WILL HELP IDENTIFY OR LOCATE THE NECESSARY MATERIALS.

Consider the types of materials you will need before you begin your search for information. Again, PLAN ahead of time exactly what you will do once you get to the Library. Use your Library Guide to help you make decisions about the types of materials you will need. Make a list of the FACT TOOLS (that contain factual information, such as handbooks, plot summaries, and subject dictionaries or encyclopedias) and of FINDING TOOLS (that lead you to additional information, such as bibliographies, indexes, and catalogs).

### Focus on the Strategy

\* Derived from Learning the Library: Concepts and Methods for Effective Instruction by Anne Beaubien, Sharon A. Hogan, and Mary W. George (New York: Bowker, 1982), pp. 75-88.